

**DEPARTMENT OF THE TREASURY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA 31524**

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FLETC DIRECTIVE (FD)

NUMBER: 91-01

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Subject:

DATE: 07/31/92

Sunset Review:

CERTIFICATES OF GRADUATION, TRAINING,  
COMPLETION, AND ATTENDANCE

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1. PURPOSE. This directive sets forth policies and procedures for issuing Certificates of Graduation, Certificates of Training, Certificates of Completion, and Certificates of Attendance for Federal Law Enforcement Training Center (FLETC) training programs.
2. SCOPE. The provisions of this directive are applicable to all Center Basic, Integrated Basic, Center Advanced, State and Local, and Agency Advanced training programs that utilize FLETC instructional support and any other programs approved by the Director, FLETC.
3. CANCELLATION. FLETC Directive (FD) 91-00.B, Certificates of Graduation, Certificates of Training, Certificates of Completion, and Certificates of Attendance, dated November 18, 1986, is cancelled and superseded by this directive.
4. POLICY. Certificates outlined in this directive are authorized for use in FLETC programs. All certificates used in FLETC programs must be approved by the Director, FLETC, prior to use.
5. REFERENCES.
  - a. FD 10-01, Use of FLETC Bureau Seal, FLETC Insignia and Treasury Seal.
  - b. FD 10-09.A, Student Evaluation Policy and Procedures for Basic Training Programs.
  - c. FD 91-04.A, Student Evaluation Policy and Procedures for Center Advanced, In-Service, Refresher, and Specialized Training Programs.

6. DEFINITIONS.

a. Certificate of Graduation. Awarded to all students who successfully complete all requirements of FLETC Basic and Integrated Basic Programs. These programs have quantifiable minimum standards which must be met and demonstrated in written examinations and practical exercise performance evaluations.

b. Certificate of Training. Awarded to students in Center Advanced, Agency Advanced, and State and Local programs other than those in paragraph 6.a. which require students to successfully complete a written examination and/or practical exercise performance evaluation.

c. Certificate of Completion. Awarded to students who attend FLETC conducted and/or agency specific training programs, generally of short duration, that do not require students to demonstrate their knowledge of the subject through a written examination and/or a practical exercise.

d. Certificate of Attendance. Awarded to students who attend State and Local or International programs, to include basic programs attended by International students who fail to meet the minimum requirements (written examinations or practical exercises).

7. RESPONSIBILITIES.

a. Development/Amendment.

(1) The Office of General Training (OGT) is responsible for the development of certificates for FLETC Basic, Integrated Basic, and assigned Center Advanced training programs. Additionally, OGT will provide assistance to the Director, Office of Artesia and Marana Operations (OAMO), in the development of certificates.

(2) The Office of Special Training (OST) is responsible for the development of certificates for Center Advanced training programs assigned to OST. Additionally, OST will provide assistance to OGT in the development of certificates for assigned basic or integrated programs.

(3) The OAMO is responsible for the development of certificates for OAMO training programs.

(4) The Office of State and Local Training (OSL) is responsible for development of certificates for State and Local training programs.

b. Preparation.

(1) The Program Support Division (PSD), OGT, is responsible for preparing certificates for Center Basic and Center Advanced programs conducted at FLETC, Glynco and the following Integrated Basic program:

Seventeen-Week Integrated Police Training Program, United States Park Police (17PIP)

(2) The Immigration and Naturalization Service (INS) is responsible for preparing Certificates of Graduation for the following Integrated Basic programs:

(a) Seven-Week Integrated Immigration Detention Office Basic Training (7PI);

(b) Ten-Week Integrated Police Training, Immigration Office Basic Training Course (10PI);

(c) Eighteen-Week Integrated Police Training, United States Border Patrol (18PI); and

(d) Eighteen-Week Immigration Special Agent, U.S. Immigration and Naturalization Service (18ISA).

(3) The United States Customs Service (USCS) is responsible for preparing Certificates of Graduation for the following Integrated Basic program:

Eleven-Week Integrated Police Training, United States Customs Service Basic Inspector (11PI)

(4) The OAMO is responsible for preparing certificates, including OSL certificates, awarded for programs conducted by OAMO.

(5) The OSL is responsible for preparing State and Local program certificates.

c. Signatures. The Director, FLETC and appropriate Office Directors will sign Certificates of Graduation, Training, Completion, and/or Attendance as applicable according to the schedule reflected in Attachment 1.

8. PROCEDURES AND GUIDELINES.

a. All certificates will be printed as shown in the attachments to this directive on 8 1/2 x 11 inch diploma stock.

b. Certificates of Graduation for Basic training programs will contain the standard information and be formatted as shown in either Attachment 2 or 3.

c. Certificates of Graduation for Integrated Basic training programs will utilize the standard information and be formatted as shown in Attachment 2 with the following exceptions:

- (1) 7PI and 10PI - Attachment 4;
- (2) 18PI - Attachment 5; and
- (3) 11PI - Attachment 6.

d. Office Directors will use the applicable signature block for Certificates of Training, Certificates of Completion and Certificates of Attendance as follows:

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Director  
Office of General Training

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Director  
Office of Special Training

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Director  
Office of Artesia and Marana Operations

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Director  
Office of State and Local Training

e. Certificates of Training will use the standard information and formats as follows:

- (1) All Center Advanced programs as shown in Attachments 7 and 8; and
- (2) State and Local programs as shown in Attachment 9.

f. Certificates of Training issued for special programs that utilize FLETC instructors and examinations may use the standard information and formats as follows:

- (1) OAMO as shown in Attachments 10, 11 and 12;
- (2) International programs as shown in Attachment 12; and
- (3) Agency specific programs as shown in Attachments 13 and 14.

g. Certificates of Completion issued for special programs may use the standard information and formats as follows:

- (1) OAMO as shown in Attachment 15;
- (2) International programs as shown in Attachment 16;
- (3) State and Local programs as shown in Attachment 17; and
- (4) Federal Programs as shown in Attachment 18.

h. Certificates of Attendance may utilize the standard information and format as shown in Attachment 19.

i. Agency Seals may be substituted for the Department of the Treasury Seal on Certificates of Training, Certificates of Completion, and Certificates of Attendance for Agency specific programs.

9. OFFICE OF PRIMARY INTEREST. Program Support Division, Office of General Training.

Charles F. Rinkevich  
Director

Attachments (19)

Note: Attachments 2-19 are available from the Program Support Division

**PREPARING AND SIGNING CERTIFICATES**

<b>PROGRAM</b>	<b>TYPE OF CERTIFICATE</b>	<b>PREPARED BY</b>	<b>SIGNED BY</b>
8PT	Certificate of Graduation	PSD	Director
8CI	Certificate of Graduation	PSD	Director
9PT (LM)	Certificate of Graduation	PSD	Director
14PT	Certificate of Graduation	Marana	Director
17PIP (USPP)	Certificate of Graduation	PSD	Director
11PI (USCS)	Certificate of Graduation	USCS	Director and Commissioner, USCS
10PI (IOBTC) OST and Training, INS	Certificate of Graduation	INS	Director, Director of
7PI (IDOB) OST and Training, INS	Certificate of Graduation	INS	Director, Director of
18PI (USBP) Training, INS	Certificate of Graduation	INS	Director, OST and Director of
18ISA (INS) OST and Training, INS	Certificate of Graduation	INS	Director, Director of
Center Advanced, OGT or State/Local, Agency OAMO or	Certificate of Training	PSD AMO	Director, Director,

Specific Programs		OST	Director,
OST or			
Utilizing FLETC		OSL	Director,
OSL			
Instructors/Exams			
Including Follow-On			
Programs Taught By			
Center Instructors			
State/Local and	Certificate of Completion	OGT	Director,
OGT or			
Special Agency Specific		AMO	Director,
OAMO or			
Programs without exams		OST	Director,
OST or			
		OSL	Director,
OSL			
State/Local and	Certificate of Attendance	OGT	Director,
OGT or			
International for		AMO	Director,
OAMO or			
those students who		OST	Director,
OST or			
fail written exams		OSL	Director,
OSL			
(Includes International			
students in basic programs)			